STATE OF SOUTH CAROLINA
STATE FLEET MANAGEMENT

1430 Senate Street, 3rd Floor
Columbia, SC 29201-3710

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VEHICLE TAG NUMBER	YEAR	MONTH	AGENCY CODE	MONTH ENDING MILEAGE

IDLE TIME	DOWN TIME	CONDITION		COMMUTING MILEAGE	STARTING MILEAGE
		1	A 1		

I certify that all entries are true and correct in every matter and conforms with the requirements of State laws, rules and regulations.

MILES USED

_____   _____
Signature of Driver   Signature of Approving Supervisor

Date	Driver's Name	Odometer Reading		Travel		Job Function Performed	No. of Pass.
		Beginning	Ending	From	To		

continued ....

Trip Log

VEHICLE TAG NUMBER

YEAR

MONTH

AGENCY CODE

Page _____ of _____ pages.

Date	Driver's Name	Odometer Reading		Travel		Job Function Performed	No. of Pass.
		Beginning	Ending	From	To		

This form to be used when all
lines on Form 3-78 are filled.

TRIP LOG
Continuation

Form 3-78/1

USE OF MONTHLY MOTOR VEHICLE LOG FOR PERMANENTLY ASSIGNED VEHICLES

1. PURPOSE- SFM Form 3-78 is a management tool for use at the agency level to record and analyze data essential to an accurate portrayal of cost and cost-effectiveness of a motor vehicle fleet. This log will be used from the 26th of one month to the 25th of the next month. The log should be closed out on the 25th and a copy sent to SFM. The original should be retained by the agency for audit and accounting purposes.
2. COMPLETING THE FORM- It is crucial that the instructions given be followed in order to avoid unnecessary waste of time and effort, and the requesting of information that is either missing or has already been erroneously submitted.
    a. HEADING
        (1) Vehicle Tag Number: Enter the permanent tag number assigned. If vehicle has confidential tag, enter agency vehicle number.
        (2) Year: Use two digits i.e. 15; 16; 17.
        (3) Month: Use Two digits i.e. January 01; July 07; November 11.
        (4) Agency Code: Enter agency code to which charges should be made.
        (5) Month Ending Mileage: Use mileage for the current month.
        (6) Starting Mileage: Use odometer reading at beginning of the month.
        (7) Miles Used: Total miles driven during month.
        (8) Idle Time: Number of days vehicle not in use. Do not include down time, weekends, and holidays.
        (9) Down Time: Number of days vehicle not available for use due to repair or maintenance. Do not include idle time.
        (10) Condition: Your evaluation of vehicle condition. Use the following codes: G-Good P-Poor
        (11) Commuting Miles: All miles driven not on Official State Business (home to office). All commuting trips must be logged in appropriate blanks.
        (12) Driver's Signature: Signature of vehicle operator.
        (13) Supervisor's Signature: Signature of approving supervisor if applicable.
    b. BODY
        (1) Date: Use the current month-day-year (6/24/15)
        (2) Driver's Name: Name of individual driving vehicle.
        (3) Odometer Reading: Mileage at the beginning and ending of each trip.
        (4) Travel: Use starting location and destination i.e. Columbia to Charleston – Office to Residence. (See Note 1)
        (5) Job Function: Purpose of trip(s) i.e. commuting, supply trip, facilities inspection, route work.

NOTE:
(1) Vehicles used for extensive local travel should use only (1) entry daily (log as "local travel" in "travel" column).
(2) Continuation sheets will be used when more space is needed (Form 3-78/1)
(3) Commuting miles must be logged after each trip (home to office).
(4) Questions concerning use of this form should be addressed to State Fleet Management.
(5) Additional copies of the trip log may be obtained from your agency transportation coordinator.